

Rules of the Faculty of Arts and Social Sciences Student Committee (BASC)

Definitions

SU: Stellenbosch University

The Faculty: The Faculty of Arts & Social Sciences

BASC: Faculty of Arts & Social Sciences Student Committee.

BASC (EC): Faculty of Arts & Social Sciences Student Committee (Executive Committee)

BASC (Ex.C): BA Student Committee Extended Committee Members

A.A.C.: Academic Affairs Council of Stellenbosch University

S.R.C. Student Representative Council of Stellenbosch University

The Dean: The Dean of the Faculty of Arts & Social Sciences

F.C.: The Faculty Committee of the Faculty of Arts & Social Sciences

F.C.O.: The Faculty Council of the Faculty of Arts & Social Sciences

D.R: Departmental Representatives

D.D.R.: Divisional Departmental Representatives

1. The Faculty of Arts & Social Sciences Student Committee (BASC)

The Faculty of Arts & Social Sciences Student Committee (BASC) represents academic interests of students in the Faculty of Arts & Social Sciences, both within the Faculty, and outside to other University bodies. Via a system of class representation, students' interests

1

and issues can be addressed by a larger system, of student representation, which provides an accountable, transparent channel of assistance and advice to any student in the Faculty.

2. Objectives

2.1. To represent both under-graduate and post-graduate students' academic interests, and handle academic issues effectively, both within the Faculty and outside the Faculty within other relevant SU bodies, in cooperation with the respective departments and staff members involved.

2.2. To empower, represent and inform departmental and class representatives for each course module offered by the Faculty's academic departments. 2.3. To address academic complaints and queries from students and staff inside and outside the Faculty of Arts & Social Sciences effectively, with the co-operation of all stakeholders in the particular issue.

2.4. To create an atmosphere that promotes transformation, diversity and cultural acceptance throughout the faculty.

3. Composition

3.1. The BASC is a student committee consisting of an Executive Committee. The committee consists of an elected Chairperson, Vice-Chairperson and 7 elected members.

3.2. All Classes are to elect one representative per module during the first three weeks of class of the first and second semester, depending whether the module is a semester in length or a year. At the Beginning of the year all under-graduate classes have to have at least one class representatives

3.2.1 A Mass meeting of all class representatives coordinated by the current BASC (EC) follows these elections and chaired by the holder of the academics portfolio.

2

3.3. At the meeting in the first semester, the class representatives in a department appoint one representative by mutual decision. This person represents the department on the BASC Academic Departmental Committee (DR) for the rest of the committee's term.

3.4. The Departments within the respective streams; Languages, Arts and Social Sciences each elect a member from their own stream to sit on the BASC (EC) with full voting rights.

3.5. This departmental representative is empowered to oversee the election of class representatives within their department at the start of the second semester, in co-operation with the appropriate staff member / lecturer.

3.6. Departmental Student Organizations Chairpersons may sit on the BASC (Ex.C) for their full term, if they so prefer, by applying in writing to the BASC (EC) via the Operations Manager.

3.7. The BASC (EC) is responsible for assisting with the integration of the new BASC (EC) during the third term and is responsible for introducing them to the Faculty committees as well as to the ACC.

3.8. The Chairperson, Vice-Chair, Head of Operations, Head of Marketing, Treasurer, Head of Community Interaction and Head of Culture form the BASC (EC) and are elected in the fourth third term of the preceding year. The Head of Arts, Languages and Social Sciences sit on the BASC (EC) as Managerial Positions. The outgoing BASC (EC) introduces them to the chairpersons of the various faculty committees in the fourth term, thereby familiarising them with the Faculty meeting schedule. A Chairperson's and Vice-Chairperson's term of office runs from the beginning of the fourth term until the end of the third term of the following year. The specific dates are to be specified according to the AAC and are subjected to change according to the AAC.

3.9. All information pertaining to the BASC, the BASC (EC) and the class representatives must be made available on the information boards outside the BASK office – Room 200b of the Arts & Social Sciences Building, as well as to the respective departments.

3

This will ensure students and departments will be aware of their student representatives, and their contact details, within the Faculty.

4. Class representatives

(See Addendum A: Basic Task Description for Class Representatives)

4.1. Class representatives serve the academic interests of the students of a particular class or stream and may act as a communication channel between the class and the lecturer, as well as the class and the BASC member of a subject/department.

4.2. Class representatives have to report any academic complains/issues arising in class to the relevant BASC member.

4.2.1. In all cases, the appropriate reporting materials must be used to ensure effective and efficient communication of, and solving of issues and queries arising from academic classes and modules.

4.2.2. These materials are freely available in the BASC office (Room 200B of the Arts and Social Sciences building) and must be used correctly.

4.3. Class representative elections take place within the first three weeks of the respective academic semesters and are facilitated by the lecturers.

4.3.1. Nominations must be invited, and then a simple majority election takes place. The successful candidate must be made known to the class.

4.3.2. Successful candidates must receive, complete, and return the information form available from the lecturer, departmental secretary, or the BASC office. Each candidate must also receive the information sheet provided for the election by the BASC, via the departmental secretary.

4.4. Class representatives will attend a mass information meeting following their election, where their duties and responsibilities will be explained to them.

5. BASC Members

(See Addendum B: Basic Task Description for BASC members)

4

5.1. BASC (DR) are elected at the mass meeting of class representatives to represent their class representatives, students and staff /department on the BASC and must attend all BASC(DR)meetings. The BASC (DDR) are also elected in these meetings from the BASC (DR) and remain full members of the BASC (DR).

5.2. Departmental Representatives must hold meetings at least once every term with their respective groups of class representatives, and be prepared to report to the Faculty Student Committee at the meeting of that body that follows, in this regard, along with submitting any active report forms (available from the BASC Office - Room 200B of the Arts and Social Sciences building).

5.3. All academic complaints must be reported to the BASC (EC) using the appropriate administrative materials available from the BASC office (Room 200B of the Arts and Social Sciences building).

5.3.1 All Academic Complaints must be followed up by the Head of the Academics Portfolio.

5.4. If a problem cannot be solved within a department or class setting, it is the BASC (DR) member's responsibility to refer it to the BASC (EC).

5.5. Departmental Representatives could apply to their respective departments for permission to attend Departmental meetings, in order to fulfil Article 5.5. This is at the discretion of the Department Chair alone.

6. BASC Executive Committee

(See Addendum C: Basic Task Description for BASC Chairperson and Vice- Chairpersons)

6.1. The Faculty of Arts and Social Sciences elects one Chairperson, Vice-Chairpersons and seven other executive members for the following portfolios: Marketing, Operations Manager,

Culture, Community Interaction and Treasurer and the three managerial positions. The Class Representatives will elect the Management members according to article 3.8 and 5.1.

5

6.2. All students of the Faculty of Arts and Social Sciences are eligible to apply for any of the executive positions, however in order to stand for the position of Chairperson, the nominee must have served at least one year on the BASC (EC) (Not necessarily from the preceding year) and to stand in a managerial position the candidate must come from the Class Representatives.

6.3. The core BASC (EC) do not individually represent specific departments but act as representatives of the faculty and other SU bodies.

6.4. The BASC (EC) takes up all academic complaints that cannot be resolved by the BASC (Ex.C), with the Dean, Vice-Deans, Department Heads and AAC.

6.5. That BASC (EC) are members of the Faculty Council as well as fulfilling various memberships of standing committees and ad hoc committees of the Faculty Council (See Addendum C).

6.6. The BASC (EC) has two seats on the Academic Affairs Council where the BASC is empowered with two votes.

6.7. With the approval of the BASC (EC), the BASC (Ex.C) may represent the BASC in other forums within the Faculty or wider SU, should the need arise.

6.8. The current BASC (EC) terms of office run until the last day of the third term. The new BASC (EC) must be elected by the Faculty of the Arts and Social Sciences by the end of the 3rd Term. This does not include the managerial BASC (EC) who sit for the academic year.

6.9. This overlap allows the current BASC executive committee to effectively transfer authority and knowledge of the faculty and BASC executive systems to the incoming BASC executive committee.

6.10. The election of the new BASC executive committee must have been achieved by the last day of September during the term of current BASC (EC) or as otherwise stipulated by the ACC.

6

6.11. The absolute last day of office of the current BASC (EC) is the last day of the 3rd Term, after which all authority transfers to the incoming BASC (EC) the official duties of the BASC (EC) transfer on the first day of the fourth term. This does not include the managerial BASC (EC) who sit for the academic year.

6.12. Any of the BASC (EC) may make themselves available for re-election to BASC (EC).

6.13. Should a member of BASC (EC) resign or be declared unfit to serve for any reason whatsoever, the BASC (EC) must hold a by-election at the first scheduled BASC meeting thereafter and choose a new member to serve BASC (EC) from the BASC (EC) members.

6.14. Should a member of the BASC (EC) be unable to fill their seat on the AAC for any reason, another member of the BASC (EC) may assume the second seat and second vote on the ACC. Another member of the BASC (EC) must be elected by the BASC (EC) to assume the second seat and vote of the on the ACC.

6.14.1 Validation of excuse must be approved by the Chairperson 24 hours prior to the AAC meeting/election.

6.14.2. Article 6.14 may only be applied with the approval of the BASC (EC), which is to be recruited at the first available opportunity.

6.15. If one or more of the stipulated BASC (EC) positions (excluding chair) cannot be filled, the BASC (EC) has the ability to appoint from the BASC to fill these vacant positions.

6.15.1. These newly appointed members will not have voting rights.

6.16 Should the Chairperson be unable to fulfil their role or considered unfit for office, by a majority vote of the BASC (EC) then another member of the current BASC (EC) may be elected as Chair for the remaining term of office.

6.16.1 The newly elected Chairperson may refer to 6.15 to defer their prior duty/ portfolio accordingly.

6.17 All changes made to the BASC (EC) must be approved by the Dean of the Faculty of Arts and Social Sciences.

6.18. The DDR have full voting rights alongside all other members of the BASC (EC) on the BASC (EC).

7. Sub-Committees

7.1. The BASC may form sub-committees annually.

7.2. Any BASC member may be a member of a sub-committee.

7.3. All sub-committees must contain at least one member of the BASC (EC) in a management position.

7.4. No motions from any sub-committee may pass without the approval of the BASC (EC).

8. Meetings

8.1. The BASC (EC) meets every week.

8.2. The BASC (EC) is empowered to call emergency meetings given at least one day's notice is issued to the BASC (EC).

8.3. Decisions and motions are passed in accordance with the necessary consensus.

8.5. It is at the discretion of the Chairperson to either hold/ Cancel the weekly meetings.

8.6. To be excused, a member has to provide a valid reason 24 hours in advance. Validation of this excuse is at the discretion of the Chairperson.

8.7. All members of the BASC (EC) including the managerial members have voting rights on all meetings.

10. Constitutional changes

10.1. The constitution should be reviewed by the BASC (EC) annually to make provision for developments within the BASC.

10.2. Any changes made to the Constitution of the BASC must be approved by the BASC (EC) by a vote at the first available opportunity. These changes must also be approved in a similar manner by the Faculty Committee, and the ACC in both instances, at the first available opportunity. Once the changes have been approved by these bodies, only then may the constitution be changed.

10.4. Members who are not able to attend meetings at which elections take place, and who have excused themselves in the appropriate manner, may send proxy votes by means of other members of the BASC (EC).

10.5. Proxy ballots must be delivered in writing, along with the name, student number and signature of the absent member to validate the ballot.

10.6. Proxy ballots that do not contain the name, student number and signature of the candidate will not be accepted.

10.7. The Chairperson of the BASC (EC) must provide a copy (electronic or physical) of the constitution to the BASC(EC) within the first month of their term.

10.8. The Constitution should be made available to all members of the Faculty of Arts and Social Sciences.

11. Student Fees

11.1. Every student in the Faculty of Arts and Social Sciences pays an annual amount as determined in consultation with the Dean to cover the costs of running the BASK.

Addendum A

Basic Task Description for Class Representatives

1. The class representatives represent the academic interests of the students in a class to the student representation system of the university, which includes the respective Faculties' Student Committees, The ACC and the SRC
2. The class representatives must attend to all the academic complaints of a class in co-operation with the lecturer, their departments and the BASK (EC).
3. The class representative serves as the intermediary between the class, the departmental staff and the BASK (EC).
4. Class representatives elect the BASK member of a subject/department at the beginning of a semester at a mass meeting.
5. These elected D.R. members may stand for the BASK (EC) managerial positions (DDR) and be elected by the representatives in their respective stream.
6. If a class representative cannot resolve a complaint in co-operation with the lecturer department alone, he / she may refer to the subject / departments representative, BASK (EC).
7. Elected class representatives must attend the mass meetings of the BASK (once per semester) the class representative must bring a copy of all academic complaints to the BASK (EC).
8. Should seminars for class representatives be called by the ACC council, they must be attended by all active class representatives,
9. Class representatives should consult their lecturers in due time (before or after class) about addressing the class ad hoc on any relevant issue to the class module, department or faculty.
10. Class representative must hold meetings with the lecturer regarding any academic affairs, queries or complaints communicated by the class or lecturer to them.
11. Internal class problems must be reported to the BASK (EC) using the appropriate materials (available from the BASK office – room 200b of the Arts & Social Sciences building).

12. Should no departmental staff member arrive for a scheduled class within ten minutes of the appointed start time, the class representative should contact the Departmental Secretary.
13. The class representative is responsible for the scheduling and facilitation of class meetings with the staff, DR or DDR, wherein problems, queries and contributions can be addressed.
14. Attendance of meetings scheduled by the BASC (EC) or departmental heads / representative is compulsory.
15. Classes / streams of less than 5 students do not need to elect a class representative. Should these students not find a representative in another of their classes / streams, then they may apply for a representative in another of their classes / streams, then they may apply for assistance directly to the BASC (DR), or to the BASC (EC).
16. All current information regarding the BASC and class representatives must be made available outside the BASK office – Room 200b of the Arts & Social Sciences Building.

Addendum B

Basic Task Description for BASC Members

1. Members are elected to the BASC (DR) by the class representatives of their department to represent them on the BASC (DR) at a mass meeting called by the BASK EC following the faculty-wide elections of the class representatives, as referred to in article 3.2.
2. The BASC (DR) then meets every second week during SU time and attendance by all members is obligatory, unless an apology is forwarded to the BASC (EC) at least two University days in advance of the scheduled meeting.
3. It is the responsibility of BASC members to maintain open communication channels with the class representatives in their particular departments, as well as with the class representatives in their Departmental Chair / Contact persons within the department.
4. Members must have feedback meetings with their class representatives at least three times a term, between BASC meetings, to place proposals on the agenda and to discuss new developments. Without such feedback, effective representation is impossible.
5. If there are suggestions, complaints or queries from students or staff, they should first be referred to the class representative, who may liaise with the lecturer / course coordinator regarding the issue.
 - 5.1. If a solution cannot be found, issues should be referred to the department's BASC members who should, in turn, refer them to the BASC (EC). At all times the lecturer, course coordinator and the student (s) involved must be kept informed of progress.
 - 5.2. If the matter cannot be resolved between these groups then the BASC may refer the matter to the ACC, and / or the Dean.

6. BASC members should read their e-mails and / or collect post from their departments, as well as checking the BASC notice board opposite Room 200b of the Arts and Social Sciences Building regularly to ensure good communication at all levels.

Addendum C

Basic Task Description for the BASK's Executive Committee

1. General

1.1. The BASC (EC) takes full responsibility for all actions of the BASC. 1.2. The BASC (EC) sits on the following committees and councils

1.2.1. The Faculty Council (Fakulteitsraad) consisting of all Faculties' departmental chairpersons

1.2.2. All standing and ad hoc committees of the faculty council: the Research Committee (Narvorsigskomitee), Marketing and Recruitment Committee (Bemarkings en Werwinskomitee), Community Interaction Committee (Gemeenskapsinteraksiekomitee), Academic Offer Committee (Akademiese Aanbodkomitee) and Teaching Committee (Onderrigkomitee).

1.2.3. The BASK Chairperson Sits on the Chairperson's Committee (VoorsittersKomitee) & Faculty Committee.

1.2.4. If the Chairperson and the Vice Chair is unable to perform these duties, then the BASC (EC) may nominate another BASC (EC) member to sit in their place and assume their vote. The ACC must approve this new member. If they do not, then another BASC (EC) member must be nominated, and the process followed until both seats are filled.

Articles 6.13. And 6.14. of this Constitution are pertinent in this regard.

1.3. The BASC (EC) should ensure that the correct channels are used in the event of an academic complaint or query. When a student refers a problem to their class representative, either he / she is empowered to solve the problem in cooperation with the relevant lecturer / course coordinator. If this is impossible, the matter should be referred to the relevant BASC (EC) member or the BASC (EC) and to the relevant Department Chair if necessary. The BASC may refer the matter to the ACC or to the Dean.

1.3.1. In all cases, the appropriate reporting materials must be used to ensure effective and efficient communication of-, and solving of issues and queries arising from academic classes and modules.

1.3.2. These materials are freely available in the BASC office – Room 200b of the Arts & Social Sciences Building, and must be used correctly.

1.4. The BASC (EC) must meet with the Dean regarding any relevant issues or queries arising from the BASC at least once every four weeks, beside scheduled Faculty meetings.

1.5. The BASC (EC) is responsible for updating the BASC web page and the BASK notice boards opposite Room 200b in the Arts & Social Sciences Building, and ensuring all Departments have the correct and relevant information pertaining to their respective class representatives and BASC representatives.

1.6. The official letterhead of the BASC must be used in all official correspondence. 1.7. The BASC (EC) Operations manager is responsible for the smooth running of meetings and meticulous documentation of all BASC activities.

2. BASC Meetings

2.1. Before the first BASC meeting of the year, notice of the meeting time and place has to be forwarded to all departmental representatives and departmental associations.

2.1.1. Thereafter, attendance of non-BASC members is by request only.

2.1.2. All requests of this sort must be directed to the BASK (EC) within at least one academic week of the scheduled meeting for inclusion on the agenda.

2.2. The Chairperson must conduct the meeting and the Operations Manager must take down the minutes.

2.3. Accurate minutes must be kept as the minutes and the agenda are given to the members every meeting.

2.4. The BASC (EC) must maintain full notification of all pertinent events regarding the BASC on the notice board opposite Room 200b of the Arts & Social Sciences Building, as well as compile an e-mail address list to promote better communication.

3. The Faculty Council

3.1. The Faculty Council is the highest decision making body in the Faculty.

3.2. The Faculty Council meets once every term (although occasional special meetings may be held)

3.3. Attendance by the BASC (EC) Chairman is compulsory, unless apologies are forwarded to the Faculty Secretary in due time.

14

3.4. The chairpersons' have full voting powers.

3.5. The Executive Committee's faculty documents are returned to their respective departments via feedback.

3.6. The matters and content discussed in the Faculty Council are confidential.

Consultation with the Dean is obligatory before any information discussed by the Faculty Council may be acted upon or disseminated.

4. The Faculty Committee

4.1. The BASC has representation in this committee.

4.2. The relevant BASC (EC) members (Chairman, Vice-Chair and Operations Manager) serve on the committee on behalf of the BASC.

4.3. Any changes made to the constitution of the BASC must be approved by the BASC by a vote at the first available opportunity. These changes must also be approved in a similar manner by the Faculty Committee, and the ACC in both instances, at the first available opportunity. Once the changes have been approved by these bodies, only then may the constitution be changed.

5. The Academic Affairs Council

5.1. The Chairperson and Vice-Chairperson for Academic Affairs of BASC sit on the ACC.

5.2. All members on the BASC (EC) may attend the meetings but the BASC has only two votes.

5.3. Normally the ACC meets every two weeks (Please consult the Constitution of the ACC for more information regarding meeting times).

In line with Article 6.14. Of this Constitution, should a member of the BASC (EC) be unable to fill their seat on the ACC for any reason, another member of the BASK (EC) may assume the second seat and vote on the ACC.